



Charlotte County Florida Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

OFFICE USE ONLY:	Date Received _____	Received By _____	Sufficient _____
Fee \$ _____	Receipt # _____	Check # _____	
SPR File # _____	SPR Meeting Date _____		
Tracking # _____			

APPLICANT: Please appropriately respond to all of the following questions. Where necessary, add additional pages and reference the response to the item letter/number on the application accordingly.

Type

Agent Name

Agent Phone

Agent Fax

Project Name

Property account #'s (attach a separate sheet if necessary)

422422276002

422422276008

422422276001

422422276003

Brief description of the proposed development:

PART 1 - OVERVIEW INFORMATION:

A) Is the project to be completed in phases?

If yes, the estimated # of phases is:

B) Is the proposed development to be subdivided or platted?

C) Is the property located within a Development of Regional Impact (DRI)?

If yes, provide name of the DRI:

D) Is the property located in the Charlotte Harbor Community (CRA)?

If yes, include a letter of project and design approval from the CRA Advisory Committee. Label as EXHIBIT 1-D-1.

E) Do Commercial Design Standards apply?

F) Is the proposed project a cluster development under Sec. 3-9-71?

G) Is the property located within an overlay district?

If yes, please include a letter from the advisory committee.

If yes, provide name of overlay district:

H) Is the property within the ECAP?

PART 2 - PROPERTY INFORMATION

A) Legal Description: Is the property located within a platted subdivision recorded in the official Plat Books of Charlotte County?

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Charlotte County Florida

Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

If Yes, Property is identified as: Subdivision

Lot Block Section/Unit
or Parcel Section Twp. Rge.
or Other:

If No, Attach legible copies of the legal description, boundary survey and an aerial photograph. (Label as: EXHIBIT 2-A-1, 2-A-2 and 2-A-3 respectively.)

B) Sub-Area: Is the property to be developed smaller than the property described above?

If yes, attach a legal description and certified sketch of description of the property to be developed.
(Label as: EXHIBIT 2-B-1) Attach a map showing the relationship of this portion to the property described above. (Label as EXHIBIT 2-B-2).

C) Street Address

D) The property's Zoning District designation(s)

E) What is the zoning of surrounding properties?

North East South West

F) The property's Future Land Use Map designation (FLUM)

G) What is the FLUM of surrounding properties?

North East
South West

H) Current use of the property? (If vacant or undeveloped, please indicate)

I) Is the property located in a Flood Hazard Zone established by FEMA?

If yes, please specify which zones(s)

J) Is the property in a Storm Surge Zone?

If yes, specify zone

K) Property Dimensions:

1) Width (average if irregular parcel) feet
2) Minimum width of property feet
3) Depth (average if irregular parcel) feet
4) Frontage along road or street feet
5) Total land area acres or square feet

L) Are any taxes or assessments against the property delinquent?

M) Is this project in the Urban Service Area?

If yes, please indicate if it is in the "Infill" or "Suburban" area

Part 3 - Property Development History

A) Has this property ever undergone a previous SPR review?

Charlotte County Florida Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

If yes, please indicate the SPR file number:

Did the SPR review result in an approval?

If yes, please provide a copy of the approval letter. (Label as EXHIBIT 3-A-1)

B) Are there any current zoning requests filed and/or pending decision?

If yes, please indicate the following:

Type of Request:

Petition #:

C) Has this property received any variance, special exception, or other unique county approval?

If yes, attach a copy of the petition. (Label as EXHIBIT 3-C-1)

Have any special conditions (special exceptions, variances, deviations, unusual uses, temporary uses, density limitations) granted for this property which were not included in the petition number above?

If yes, attach a copy of the documentation. (Label as EXHIBIT 3-C-2)

D) Is a variance from subdivision requirements, or a rezoning to PD required or requested concurrent with this application?

E) Has an informal pre-application meeting been conducted for this project?

If yes, provide the following:

Date of the Meeting:

Case #:

Part 4 - Project Information

A) Does the development plan include any new roads that are proposed for county maintenance?

If yes, is such designation indicated on the drawings?

The rights-of-way for this proposed development are:

B) Is the property proposed to be divided into lots? (F.S. Chapter 177 Subdivision)

If yes, submit a Proposed Plat. (Label as EXHIBIT 4-B-1)

- | | |
|--|-----------------------------------|
| 1) Total number of lots | |
| 2) Total number of dwelling units | |
| 3) Proposed density | lots/acre, or Dwelling units/acre |
| 4) Total square footage of recreation area | Percent of total site |
| 5) Total maximum area of all impervious surfaces | |
| 6) Percentage of lot coverage by buildings | |
| 7) Total seating capacity | |
| 8) Number of off-street parking spaces | Handicapped spaces |
| 9) Maximum height proposed | Maximum height allowed |
| 10) Front yard setback proposed | Front yard setback required |
| 11) Side yard setback proposed | Side yard setback required |



Charlotte County Florida Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

- | | |
|--|-----------------------------|
| 12) Side yard abutting road proposed | Side abutting road required |
| 13) Rear yard setback proposed | Rear yard setback required |
| 14) Water setback proposed | Water setback required |
| 15) Other setback | Specify type |
| 16) Gross floor area (total square feet) | |
| 17) Square footage of pool or spa | |
| 18) If applicable, the total square footage measured from the interior face of the exterior walls. (Note: if this information is being used to meet the parking requirements of Section 3-9-90, provide an affidavit certified by a registered architect or engineer certifying the accuracy of this calculation. (Label as EXHIBIT 4-C-17)) | |

D) Is any portion of the development site located within 1,200 feet of Charlotte Harbor, the Gulf of Mexico, Lemon Bay, Gasparilla Sound, Placida Harbor, Red Fish Cove, the Myakka River, or the Peace River?

If yes, the development must comply with Section 3-9-98(b).

Part 5 - PD Concept, Final Detail, and Major Modification Information

A) What is the proposed minimum elevation above sea level (NGVD) of the road crown, and lots? Road: feet MSL

B) Existing land ranges from an average low of ft. to an average high of ft

C) Please identify the type of sanitary water and sewer facilities being proposed (check applicable), and attach a copy of a letter of water/sewer availability if applicable. (Label as EXHIBIT 5-C-1)

If any combination of utilities using wells and/or septic tanks are proposed, please attach a statement from the Charlotte County Health Department verifying that the systems are acceptable based upon the proposed development. (Label as EXHIBIT 5-C-2)

Sewer:

Existing Utility Name:

Water:

Existing Utility Name:

D) The distance between the closest sewer main and the property line is:

The distance between the closest water main and the property line is:

E) Is there a fire hydrant within 300 feet

What is the size of the water main connected to the fire hydrant?

Other Size:

F) If Final PD or Major Modification, attach a copy of the PD Concept approval letter from the SPR, and provide a narrative responding to all comments and conditions stipulated by any prior PD Concept approval, prior Final Detail, or Major Modification review. (Label as EXHIBIT 5-F-1)



Charlotte County Florida Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

- 1) Date of Concept approval
 - 2) Previous SPR petition number
 - 3) Indicate if this request is for all or part of what received concept approval
- If Part, please explain:

Part 6 - Environmental Impact Information

A) Please provide a brief description of the existing vegetation on the property. (If the property is undeveloped but previously cleared, please provide the permit #)

B) Do any bodies of water exist on the property?

If yes, please describe:

Is the water tidal?

Are any water related structures (docks, seawalls, boat ramps, etc.) proposed?

If yes, what?

C) Is an excavation of any form proposed?

If yes, please indicate the type (canal, lake, pond, etc.) and proposed use (navigable, drainage, scenic, etc.)

Will excess spoil be generated?

Will the resultant water be:

If fresh, what means will be used to control aquatic weeds?

D) Are there wetlands located on or adjacent to the proposed development?

If yes, have wetlands been delineated by appropriate State & Federal agencies?

If there are wetlands, are impacts proposed?

E) Are there any protected species on the property?

If yes, what?

If yes, has contact been made with FFWCC, FFWS, and/or USFWS for permits/authorizations?

F) Are there trees on the site which are to be removed?

G) Is there exotic vegetation on the property?

(NOTE: Australian Pine, Brazilian Pepper, Melaleuca, and Downy Rose Myrtle must be removed.)

H) Are there any known archaeological or historical sites located on the property?

If yes, does the project propose to impact these sites?

If no, does the project propose to preserve these sites?

Part 7 - Additional Submittal Requirements

A) Attach 12 folded, signed & sealed copies of the site plan which must contain the following:

Name of project

Names of project's planner, engineer and/or architect, and developer



Charlotte County Florida

Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

Date

North Arrow

Boundaries of property

Existing streets, buildings, watercourses, easements, and section lines

Wetland boundaries, buffers, and wetland preservation lines

Location of all proposed buildings and structures

Proposed access and traffic flow arrows

The manner in which vehicular traffic will be separated from pedestrian traffic

Off street parking

Loading areas and facilities

Recreational facilities and open space

Screens, fences, walls and landscape buffers

Refuse collection areas

Proposed water and sewer, existing water and sewer adjacent to property and on-site

Septic drain fields (for septic review, provide floor plans or plumbing plans if available).

For a Planned Development also include:

25' PD Buffer

Percentages of total acreage to be devoted to each proposed use

Tabulation of total Gross Acreage

Annotation of minimum 20% "open space"

- B) Attach a location map to each of the 12 plan sets showing the relationship and distance of the site to the local area, roads, and natural features.
- C) If applicable to the proposed development, provide 12 copies of a general description of the proposed legal measures intended to provide for perpetual maintenance of any common or dedicated open space, common improvements, easements, structures, dedications and reservations. (Label as EXHIBIT 7-C-1)
- D) Attach 12 copies of a Traffic Impact Statement (TIS) which surveys current and anticipated traffic conditions in order to identify potential traffic problems posed by the development and to assist in the identification of appropriate mitigation actions. The TIS must be prepared by qualified individuals in the fields of civil or traffic engineering, or transportation planning. (Label as EXHIBIT 7-D-1)
- E) Attach narratives to address the following, as applicable. (If not applicable, so indicate)
- Attach 12 copies of a detailed narrative describing the project. (Label as EXHIBIT 7-E-1)
- Attach 12 copies of a detailed narrative describing how the handicapped spaces comply with FBC Chapter 11. (Label as EXHIBIT 7-E-2)
- Attach 12 copies of a detailed narrative describing the project's compliance with all requirements of the Development Order of the applicable DRI. (Label as EXHIBIT 7-E-3).
- Attach 12 copies of a detailed narrative describing how the property complies with Commercial Design Standards. (Label as EXHIBIT 7-E-4)
- Attach 12 copies of a detailed narrative addressing all comments and conditions made by any previous SPR, BCC, BZA, Land Development or others approval or review that impacts this property or project. (Label as EXHIBIT 7-E-5)



Charlotte County Florida

Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

- F) Attach 12 copies of floor plans and elevation views with sufficient detail to allow for (at a minimum) a review of site plan function. Include floor plans and elevation views of sufficient detail for a review of commercial design standards (if applicable) and waterfront property development standards (if applicable.) (Label as EXHIBIT 7-F-1)
- G) Attach 12 copies of Landscape plans prepared by a registered landscape design professional, and a tree inventory. (Label as EXHIBIT 7-G-1)
- Are trees located on the site?
- If yes, attach 12 copies of a tree inventory consisting of a scale drawing that contains the following:
(Label as EXHIBIT 7-G-2) If not applicable, so indicate.
- Development site boundaries
- The location of individual trees (other than prohibited species) which have a caliper reading of 4 inches or greater. Include the trees common name, and approximate caliper reading.
- The specific identification of Heritage Trees
- A scale drawing of the proposed development superimposed over the tree inventory which shows which trees will be removed, and which trees will be preserved.
- H) Attach 12 copies of a signed and sealed survey. (Label as EXHIBIT 7-H-1)
- (Note: This may already be included as EXHIBIT 2-A-2, in which case 2-A-2 may suffice.)
- I) Attach 12 copies of this completed application (no label required)
- NOTE: All submittal items are to be collated into individual and complete packages or sets, so that one plan set, and one copy of each applicable exhibit are repeatedly combined to create 12 identical and otherwise complete sets. (Do not submit a stack of 12 sets of plans, and stacks of individual exhibits.) As a general rule, 12 copies are required for all submittals and resubmittals, with the exception of the TIS. Because only two TIS's are required, the first two plan packages or sets shall incorporate them into their assembly, and the rest will be without a TIS.

Part 8 - Permit Information

- A) Has the County Stormwater Management Plan approval been applied for?
- If yes, has approval been received?
- If yes, the date is
- Attach a copy. (Label as EXHIBIT 8-A-1)
- B) Has a SWFWMD or SFWMD Surface Water Mgmt. Permit been applied for?
- (Or is the modification of an existing SWFWMD or SFWMD permit required?)
- If either is yes, has a permit been received?
- If yes, the date is
- Attach a copy. (Label as EXHIBIT 8-B-1)
- C) Has a Florida Department of Environmental Protection (FDEP) permit or approval been applied for?
- If yes, has approval been received?
- If yes, the date for the water permit/approval is:



Charlotte County Florida Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

If yes, the date for the wastewater permit/approval is:

Attach a copy. (Label as EXHIBIT 8-C-1)

If approved (and applicable), provide the date of FDEP permit approval for the following:

Waste Water Treatment Plant

Waste Water Collection Line

Water Distribution lines

Any other reason (specify)

Attach copy of additional permits. (Label as EXHIBIT 8-C-2)

D) Is a permit or approval required by FDOT?

If yes, attach a copy of the FDOT permit or approval. (Label as EXHIBIT 8-D-1)

E) Is there a dumpster included in the site plan?

If yes, has the location been approved by the appropriate solid waste handler?

If yes, attach a copy of the approval letter. (Label as EXHIBIT 8-E-1)

F) Is a US Army Corps of Engineers permit required?

If yes, has a permit been received?

If yes, the date is

Attach a copy of the approval letter. (Label as EXHIBIT 8-F-1)

G) Are there any other permits or approval necessary to develop the property?

If yes, what additional permit is needed?

If yes, has the permit been received?

If yes, the date is

Attach a copy of the permit(s). (Label as EXHIBIT 8-G-1)

Part 9 - Applicant/Owner/Agent Information

A) Name of applicant*:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

(*NOTE: The applicant must submit a statement under oath that he/she is the authorized representative of the owner, and complete the included affidavit form.)

Relationship of applicant to property:

Describe other relationship:

B) Name of Owner*:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:



Charlotte County Florida Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

(*NOTE: The owner listed here is the majority owner of the property. A list of all other persons or entities having an ownership interest in the property must be included. Attach as EXHIBIT 9-B-1.)

C) Name of Agent(s):

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

Part 10 - Professional Consultants Information

A) Were professional consultants used in the preparation of this application or submitted documents?

If yes, please complete the remainder of this form below as applicable.

B) Name of Engineering Firm:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

C) Name of Architectural Firm:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

D) Name of Landscape Architect Company:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

E) Name of Planner Company:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

F) Name of Surveyor Company:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

G) Name of Traffic Engineering Firm:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

H) Name of Environmental Engineering Firm:

Mailing Address: Street:

City:



Charlotte County Florida

Site Plan Review Application

18500 Murdock Circle, Port Charlotte, FL 33948-1094 - Phone (941)743-1224

State:

Zip:

Phone:

Fax:

E-Mail:

I) Name of Law Firm:

Mailing Address: Street:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

Part 11 - Specific Shortfalls

Is this application substantially complete?

If no, please indicate what could not be provided and, if possible, when it will be available. Unless otherwise coordinated, submit 12 copies of whatever was unavailable at the time this application was submitted.

(Use separate sheet if necessary)

Part 12 - Selected Resources On-Line

Charlotte County GIS

<http://www.ccgis.com>

Charlotte County Codes

[http://www.municode.com/services/mcsgateway.asp?sid=9
&pid=10526](http://www.municode.com/services/mcsgateway.asp?sid=9&pid=10526)

Charlotte County Web Site

<http://www.charlottecountyfl.com>

Charlotte County Community Development

<http://www.charlottecountyfl.com/CommunityDevelopment>

Florida Building Code

<http://www.floridabuilding.org/BCISold/bc/default.asp>

Florida Department of Environmental
Protection

<http://www.dep.state.fl.us>

Southwest Florida Water Management
District

<http://www.swfwmd.state.fl.us>

South Florida Water Management District

<http://www.sfwmd.gov/site/index.php?id=1>

US Army Corps of Engineers

<http://www.usace.army.mil>